

PRE-COURSE WORK ASSIGNMENT

COURSE:	Fire Program Management, M-581
LESSON:	B - Preparedness
UNIT:	4 - Program Implementation
SUGGESTED TIME:	2 Hours
EQUIPMENT:	Internet access, Department/Agency Manuals and Handbooks
MATERIALS:	Pre-course Work Assignment
OBJECTIVES:	Upon completion of the pre-course work, participants will be able to: <ol style="list-style-type: none">1. Define the Fire Program Manager responsibilities in the hiring of fire personnel.2. Physical Fitness Testing.3. Describe the Pre-season Readiness Reviews and what is involved.4. Prevention/Public Education.

M-581 Fire Program Management

Pre-Course Work – 4B

Due to NAFRI by April 6, 2005

Name: _____

Email: _____

Work phone: _____

I. ACTIVITY 1

Interviewing your personnel staff on hiring procedures.

A. INTRODUCTION

The Fire Program Manager should have a complete understanding of the various hiring procedures available to them:

1. Permanent Full Time.
2. Career Seasonal.
3. Temporary (Seasonal).
4. Administratively Determined (AD).

B. ASSIGNMENT 1

1. Interview your personnel staff to understand your agency's authorities and regulations relative to hiring personnel.
2. Identify the time frames for the hiring process for the different types of positions.
3. Be ready to discuss in class.

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III. ACTIVITY 2

Researching Physical Fitness Testing and questions.

A. INTRODUCTION

All agencies require some form of physical fitness testing. Included as part of this is a requirement for a pre-fitness test health screening or medical standards assessment.

B. ASSIGNMENT 2

1. Access your Department/Agency Manuals and/or Handbook, which describe your agency's fitness screening and physical fitness testing requirements and procedures.
 2. Review what is required and how your employees accomplish it.
 3. Review the different levels of the physical fitness test and how to determine which employees need to pass at a particular level.
 4. Is it appropriate to allow an employee to attempt a fitness level test at a level above that required by the positions on their Incident Qualification Card?
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5. Be ready to discuss the above in class.

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II. ACTIVITY 3

Researching Pre-season Fire Readiness Reviews and questions.

A. INTRODUCTION

Agencies have a requirement to conduct Pre-season Fire Readiness Reviews. Fire Program Managers must know and understand who conducts them, when they are conducted, and how they are conducted.

B. ASSIGNMENT 3

1. Access your Department/Agency Manuals and/or Handbook, which describes what mandatory training and other specific requirements must be met prior to resources being made available for a fire dispatch.

Are there any state specific requirements that must be met in addition to the agency requirements?

2. Research how a Pre-season Fire Readiness Review is scheduled and what the objectives are.
3. Research what the Agency Administrator's involvement in the Review process is expected to be.

Is it appropriate in your situation to obtain inter-agency involvement in the Review process?

4. Be ready to discuss the above in class.

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IV. ACTIVITY 4

Research and review Prevention/Public Education.

A. INTRODUCTION

Most all units have a need for a Fire Prevention/Public Education program.

B. ASSIGNMENT 4

1. Access your Department/Agency Manuals and/or Handbook, which describes your agency's requirements and procedures for a Fire Prevention/Public Education program.
2. Review what is required, what the objectives are for the program you are responsible for, and how your staff can accomplish it.
4. Review what some of the different subjects that can be addressed are and what their value is to your program.
5. Be ready to discuss the above in class.